



# FAA Intercom

## New Laws Increase TSP Options

President Clinton signed into law before leaving office a number of bills that allows employees to expand their participation in the Thrift Savings Plan.

One law incrementally increases the contribution limits to TSP by employees under the Federal Employees' Retirement System and the Civil Service Retirement System. Beginning with the May 15 open season, FERS employees may contribute up to 11 percent of their base pay. CSRS employees may contribute up to 6 percent.

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## Criteria Determined for SCI Raises

FAA employees under Core Compensation will receive Superior Contribution Increases (SCI) based on three standard elements.

In a cc:Mail to employees, Glenda Tate, assistant administrator for Human Resource Management, provided the latest details on the SCI process.

Non-management employees will be judged on:

- ♦ Collaboration: extent to which an employee's work with others contributes to

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## The Icemen Goeth



Airway Facilities employees maneuvered around downed trees and power lines to keep the NAS operating.

Photo: Texarkana Gazette

The ice and snowstorms that pummeled the FAA's Southwest Region Dec. 12-15 caused numerous deaths, paralyzed state and local governments and stranded thousands of people.

Airway Facilities employees, however, continued to do their jobs.

A second storm passed through the same area Dec. 25-28, dumping three inches of sleet and ice on Oklahoma and creating one of the worst winter events in history for that area. The weight of the ice caused many power lines, poles and trees to snap and break. President Clinton declared a Federal Disaster Area in the

Southwest region.

Still, Airway Facilities and other regional employees remained on the job, working around the clock in severe and dangerous weather conditions, sometimes operating in facilities lacking heat and water, to keep the air traffic system functioning.

Employees were asked to cancel their leave and voluntarily worked up to 68 hours beyond their normal duty hours to help avoid critical service loss and restore power. They rented and purchased portable engine generators that required frequent refueling and maintenance.

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### In This Issue:

Read about the newest member of the FAA family, Mineta's confirmation testimony, the agency's holiday largess, common sense solutions to everyday problems, and much more.



Page 3. Mineta sworn in as DOT secretary.



Page 6. Peacock to head Air Traffic.



Page 8. One wild car ride.



Page 10. Check Kids Corner on FAA Web site.



## News in Brief

### Construction Begins on North Las Vegas Tower

The FAA is building a new \$6.4 million airport traffic control tower at North Las Vegas Airport in Nevada. It replaces one built in 1976.

The new tower is expected to be completed in the summer of 2002, by which time annual traffic at the airport is expected to exceed 325,000 operations. The tower will incorporate the latest technology and advanced radio and landline communications, while providing controllers the ability to monitor aircraft movements on all designated airport movement areas. It will incorporate a state-of-the-art design for medium-activity towers, and utilizes a "design-build" concept, the first for a replacement tower.

The new prototype design will provide for 525 square feet of available cab space.

### Employee Attitude Survey Results Compiled

The Management Board was briefed Jan. 24 on the results of the Employee Attitude Survey. Results for each line of business and staff office will be provided by Feb. 21.

The *FAA Intercom* will have more on the survey in future editions. Meantime, employees can view the EAS report at <http://interweb.faa.gov/voice/eas/index.htm>.

### Cultural Assessment Begins in Southern Region

FAA management wants to move a step beyond the Employee Attitude Survey and delve deeply into the work culture of the agency.

Administrator Jane Garvey has announced the Work Environment Improvement Initiative, a cultural assessment of the agency that gives employees and managers a better understanding of how their organizations



An artist's conception of a new tower at North Las Vegas Airport. The tower should be completed by the summer of 2002.

really work compared to how they are supposed to work theoretically.

Garvey said the FAA needs a corporate examination of its workplace environment to understand "not just what we do as managers and employees, but why we do it, what moves and motivates us and what does not."

The first organizational assessment is being conducted in the Southern Region under the leadership of Maureen Woods, deputy director of Air Traffic Services. Information from the Employee Attitude Survey will be combined with that from leadership interviews, historical data, and a survey of all Southern Region employees.

The surveys will be distributed by mid-February and are to be returned by March 16 to R. Thomas Consulting and Training, the consultant hired to run the assessment.

### FAA Addresses Hiring Concerns

The FAA has formed an oversight board to encourage the hiring of people in underrepresented categories within the agency.

Administrator Jane Garvey has assigned Fanny Rivera, assistant

administrator for Civil Rights, to chair the Affirmative Employment Oversight Board. Its members will be drawn from lines of business and staff offices.

The board will review recruitment efforts quarterly, develop plans to retain workers in underrepresented categories, share best practices for hiring and identify ways to measure the success of recruiting.

### Join the E-Learning Revolution

Additional courses have been added to the SmartForce e-learning library.

By logging on to the FAA's Web training site at [www.academy.jccbi.gov](http://www.academy.jccbi.gov), employees can gain access to more than 500 courses.

For more information, contact Patricia Crosby at Tel: (405) 954-3140, or Fax: (405) 954-9600.

### Communications Guides Go On-line

Employees who want extra copies of two VOICE documents that provide guidelines on better writing can now download them from the FAA Intranet.

Last August, the VOICE group distributed a limited number of copies of the



## Mineta Confirmed; Confronts Mindset about Aviation

*One-Stop Guide: A Quick and Practical Tool for Internal Communications in FAA*, and a complementary piece, *Communications at a Glance*. Since then, there have been many requests for additional copies. Both are available on the FAA Intranet at <http://interweb.faa.gov/voice>.

For more information, contact Barry Williams at (202) 376-7126.

### Alcoholism Booklet Available On-line

A handbook detailing how supervisors may handle employees with drinking problems is available on the Internet. *Help for Supervisors Dealing with Alcohol Abuse* is published by the Office of Personnel Management. It is at [www.opm.gov/ehs/alcohol.htm](http://www.opm.gov/ehs/alcohol.htm).

### Clarification

On p. 4 of the January 2001 issue of *FAA Intercom*, the article "PBO Concept Backs ATC Reform, Raises Questions" should have stated that PBO stands for Performance Based Organization.

### Correction

The caption accompanying the photo of the DOT/DOL Electronic Data Interchange Team (below) in the January 2001 issue of *FAA Intercom* (p.8) was incorrect. Sandra Schreiner is on the left. Maryanne Solak is on the right.



Mineta is sworn in by Mort Downey, then DOT deputy secretary. Mineta's wife, Danealia, holds the Bible.

If only all flights went this smoothly. Norman Y. Mineta was confirmed as Secretary of Transportation and sworn in on Jan. 24. In fact, his confirmation hearing hadn't even concluded when senators began leaving the committee room to vote for the seasoned aviation official's confirmation.

What the 100-0 floor vote lacked in surprise was offset by Mineta's blunt testimony about issues facing aviation and the FAA.

Mineta said that there should be an independent organization within the FAA that determines whether the rest of the agency is meeting its safety responsibilities. This organization should be separate from the one responsible for moving traffic through the National Airspace System. "Combining these two responsibilities, as we have traditionally done, in a single unit simply puts too great a burden on the people who are attempting to meet the very strong demands placed on them in this field," he said.

Mineta also warned that delays will remain a problem this year, and might very well increase. Despite real improvements in the air traffic control system, he said, the Department of Transportation's central challenge "is to close the gap between

demand for transportation and the capacity of our transportation infrastructure."

He suggested several steps to address the delay issue. Participants in the aviation industry should stop placing blame on others. The federal government should make air traffic control a top priority. Take whatever steps are needed, large or small, to start making changes now, Mineta said. "Let's not make an excuse out of the fact that there is relatively little we can do that will have any big effect in the short term."

Mineta advocated better use of the radio spectrum and existing technology to accommodate the ever-increasing number of flights. Don't phase out existing technology because more state-of-the-art technology appears to be around the corner, he said. He cited the FAA's move away from instrument landing systems to its satellite-based successor, the Local Area Augmentation System (LAAS). "We cannot afford to stop installing today's technology until tomorrow's technology actually arrives."

The full text of Mineta's testimony is at [www.senate.gov/~commerce/hearings/hearings.htm](http://www.senate.gov/~commerce/hearings/hearings.htm). Click on "Nomination Hearing for Transportation Secretary."



# Agency Sharing Brightens the Holiday Season

The FAA became a veritable clearinghouse for good cheer and generosity during the holiday season. Employees from around the country flooded their offices with toys, clothes, food and money for needy people as part of the Marine Corps' annual Toys for Tots campaign and other charity drives.

Gifts were too numerous to count, but surely thousands were donated.

Space permitting, the *FAA Intercom* will print the names of any remaining offices that participated in charity drives in its March edition. Cc:mail your office routing symbol, region or center, and a brief description of what was collected and for whom, to Editor Jim Tise.

Here's a partial list of this year's FAA Santa Clauses:

FAA employees in the **New England Regional Headquarters** contributed two large boxes of toys (quantity unknown). FAA employees in the region also contributed to the Greater Boston Federal Executive Board Toys for Tots campaign, which collected 2,307 toys from federal employees throughout the area.

**FAA Headquarters** contributed more than 745 toys and \$1,071 in donations.

**Western-Pacific Region** employees sponsored an annual holiday party and toy drive that collected more than 300 toys.

**Northwest Mountain Region Headquarters** raised \$10,025 from its annual holiday auctions. The money bought gifts for eight families.

The Easternaires, a fund-raising organization in **Eastern Regional Headquarters**, collected four large trash bags full of toys for a local charity.

Employees in the **Southern Region Headquarters** gathered more than 100 gifts for 30 needy children as part of its "Tree of Love" drive. Gifts also were provided to residents of a local convalescent home and for a coworker.

A number of offices at the **Mike Monroney Aeronautical Center** donated hundreds of gifts, clothes and money to a large number of charities and needy families through the Toys for Tots campaign and other programs.

The **Southwest Regional Headquarters** and some local field offices collected more than 800 gifts for Toys for Tots.

**Indianapolis Tower** collected \$1,425 to provide food, clothing and gifts for a family with four children. The tower also provided clothing and gifts for seven orphans and wards of the state.

The **Indianapolis Center** donated more than \$3,000 in cash and two truck loads of toys.

Employees at the **Milwaukee Tower** donated enough toys, food and clothing to provide for nine needy families. The facility also contributed a barrel of toys for foster children.

**Dayton Tower** collected a large number of gifts for a family of seven, including five young children, as part of the Adopt-a-Family program.

The **Providence ATCT and Providence Airways Facility System Support Center** raised \$1,500 to buy toys, clothes and grocery certificates for 11 children and four single mothers.

**Chicago Center** conducted its annual collection of canned food and toys for Aurora Mutual Ground, an organization that assists battered and abused women and their children.

**Minneapolis Center** purchased \$250 worth of gifts for a "Giving Tree." A local community center received \$1,300 worth of gifts from the **Minneapolis Tower and TRACON**.

The **DuPage FSDO** donated 15 gifts for handicapped and mentally challenged children and adults.

Employees at the **Boston Center** collected toys for 83 children in conjunction

with the Nashua Pastoral Care Center.

**Air Traffic Resource Management** at Headquarters collected \$500 for Martha's Table, a local organization that helps low-income families and the homeless. It also collected breakfast food that was distributed to 47 families.

The **Albuquerque Tower** in Southwest Region collected \$400 to buy gifts for a 9-year-old boy and 10-year-old girl.

Employees from the **Office of Rulemaking** at Headquarters collected approximately \$1,100 to supply clothes and toys for six children in one family.

**Huron (S. D.) AFSS** in Great Lakes Region collected \$540 to buy gifts for a family of four it adopted through the Salvation Army.

The **Oakland Center** in the Western-Pacific Region donated 150 gifts as part of the Giving Tree Program.

The **Grand Rapids (Mich.) FSDO** in Great Lakes Region gathered 35 gifts for Toys for Tots.



Michelle Saenz was one of two lucky winners of a free bicycle at an event sponsored by Western-Pacific Regional Headquarters.





# AF Employees Fight the Elements to Keep NAS Operating

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Airway Facilities employees from the Red River System Management Office in Oklahoma City, Lone Star SMO in Dallas/Fort Worth, and Star Maintenance Control Center in Fort Worth worked in hazardous conditions to reduce the number and length of service outages and avoid further interruptions.

In some cases, they helped avert multiple outages. In others, backup measures shortened what might have been extended outages.

The Texarkana Tower lost power about noon on Christmas day. Airway Facilities employees installed a temporary generator to keep tower equipment running. Controllers continued doing their jobs with minimal heat in the tower cab. The rest of the tower building went without heat and water until the evening of Dec. 30.

Several Air Transportation Systems specialists drove in severe weather conditions to Arbuckle and Stratford, Okla., where they worked through the night and into the early hours of Dec. 27th to install portable engines at both radio communications link repeaters.

Two specialists risked personal safety to tow a generator engine up an icy, treacherous road for installation atop Arbuckle Mountain.

Without vital communications and radar data from these facilities, the Kansas City and Ft. Worth Centers could not operate.

All FAA facilities regained commercial power within a few days, except the Heber Springs, Ark., facility, which operated on a portable generator until Jan. 12.

"These were just a few of the extraordinary efforts by Airway Facilities employees that reflect their dedication and

commitment to maintain the highest possible service of the National Airspace System under the worst possible conditions," said Marcos Costilla, manager of the Southwest Region Airway Facilities Division.

"This reflects the tremendous work undertaken and accomplished by Airway Facilities in response to whatever the NAS and environment throw at us," said Alan Moore, Airway Facilities director. "Efforts to anticipate and avoid service interruptions are largely unrecognized in our daily work, but I see them and am very proud of the work Airway Facilities employees do every day."



Airway Facilities employees maintained facilities and fought to keep power flowing to critical FAA facilities despite hazardous conditions.

## SCI Details Clarified

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an organization's productivity and success.

◆ **Customer Service:** extent to which an employee provides services and products to meet the needs of other FAA offices and stakeholders in an accurate, timely, consistent, and professional manner.

◆ **Impact on Organizational Success:** extent to which the employee demonstrates success in setting priorities and accomplishing work that directly impacts the ability of the organization to meet its performance objectives and deliver high-quality products and services.

Managers will be judged on the additional criterion of leadership. The FAA defines leadership as the extent to which a manager creates a positive work environment by demonstrating a commitment to the values of diversity and the model work environment, team development, fiscal responsibility, and adhering to applicable work place safety requirements. Leadership includes creating an environment that supports and encourages the contributions of all employees.

Tate added that additional criteria

might be used by some lines of business/staff offices based on requirements unique to those organizations.

Last month, Tate announced additional changes to the SCI concept. Two SCI categories were established. SCI-1 provides the Organizational Success Increase plus an additional 1.8 percent increase in base pay to about 20 percent of eligible employees. SCI-2 provides the OSI, plus an additional 0.6 percent increase in base pay to about 45 percent of eligible employees.

SCI orientation for managers and employees begins this month and continues through April. A trial run will be conducted by managers in the May-June timeframe. Lessons learned from the trial run will be used to determine any changes that are necessary before the real SCI decision period begins.

In-depth training of managers will occur in July, August and September. Real SCI decisions will be made in October or November. Managers will inform their employees directly about SCI decisions.



## People



Laura Brown

### **Acting Assistant Administrators Named**

Laura Brown and Quentin Burgess have been named acting assistant administrators at the FAA.

Brown will direct the Office of Public Affairs. She replaces Eliot Benner. Burgess will head the Office of Government and Industry Affairs in a position formerly held by Suzanne Sullivan.

Sullivan continues to work at the agency as a special assistant to Administrator Jane Garvey.



Bill Peacock

### **Peacock to Head Air Traffic Service**

Bill Peacock, director of the Air Traffic Tactical Operations Program, has been named director of the Air Traffic Service. He replaces Ron Morgan, who is retiring.

Peacock is responsible for managing the safe and efficient flow of air traffic — airline, private and military — throughout the United States. He directs a workforce of 24,000 people and more than 600 facilities.

Prior to taking over the tactical operations program, Peacock was air traffic division manager in the New England Region. Before that, he held the same position in the Southern Region.

Jack Kies will become acting director of the Air Traffic Tactical Operations Program.



Carl Burleson

### **Burleson Named Environment and Energy Director**

Carl Burleson, chief of staff to Administrator Jane Garvey since June 1999, has been named director of the Office of Environment and Energy.

He will take over the position in mid-February from James Erickson, who is retiring. Erickson will move to Singapore with his wife, Elizabeth, who is taking over as head of the FAA's Asia-Pacific Office.

Before becoming chief of staff, Burleson was the FAA's representative in London.



Carol Carmody

### **Former FAAer Named NTSB Vice Chair**

President Clinton designated Carol Carmody as vice chairman of the National Transportation Safety Board on Jan. 19.

Carmody, who has been a member of the NTSB since June 2000, will serve as acting chairman.

Carmody spent 11 years with the FAA, including as deputy director for the budget office.

### **NTSB Selects Aviation Safety Director**

John C. Clark has been named the National Transportation Safety Board's director of the Office of Aviation Safety. He replaces Bernard Loeb, who retired.

Clark joined the Safety Board in 1981, serving most recently as deputy director of the Office of Research and Engineering. He has participated in many major aviation investigations.

### **New Western-Pacific AF Manager Announced**

Rob Strong has been selected as the new Airway Facilities division manager for the Western-Pacific Region. He replaces Don Tom, who retired Jan. 3.

Strong previously was Airway Facilities division manager in the Great Lakes Region. Teresa Hudson, deputy manager of the Great Lakes Airway Facilities Division, will be acting in Strong's prior position.

### **NAS Operations Director Retires**

Thomas Gassert, program director for National Airspace System Operations, retired after 32 years of federal service.

Gassert joined the agency in 1968 as a technician and first-line supervisor at the New York Terminal Radar Approach Control Center. He worked in a variety of supervisory positions in the Eastern and Southwest Regions and at Headquarters.



## Recognition

## TSP Percentage Cap Raised

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*USA Today* selected Administrator **Jane Garvey** as one of five people in the travel industry to watch during 2001.

**Cathal Flynn**, then associate administrator for Civil Aviation Security; and **Dr. Lyle Malotky**, scientific advisor to the associate administrator, received Aviation Security Awards from *Aviation Security International* magazine.

**Jeff Weiher**, **Mike Benson**, **Ron Sekenski**, **Rich Kessler**, **Eric Sjoquist** and **Randy Cook** at the Minneapolis Center received an Outstanding Flight Assist Award from Air Traffic for assisting a pilot who had become lost and disoriented after entering clouds at a low altitude.

**George Dabrowski** of the Air Traffic Control Command Center in Herndon, Va., was named citizen of the year in Loudoun County, Virginia.

**Stanley Lee**, the Airway Facilities energy manager in the Great Lakes Region received the 1999 Federal Energy and Water Management Award from the Department of Energy and the Federal Interagency Energy Policy Committee.

The FAA awarded **Tasha Innis** its Center of Excellence Outstanding Student of the Year Award.

The Aircraft Electronics Association (AEA) presented an award to Inspector **Thomas Beazley** in recognition of his exceptional service to the avionics industry.

Starting in January 2002 and continuing each year until January 2006, the contribution limits will increase by 1 percent. After that, there will be no limits on the percentage of base salary employees may contribute to TSP.

The change in percentage caps will be reflected on the new TSP-1 form, which will be issued for the May 2001 open season. TSP will issue additional guidance on this change in the near future.

However, the Internal Revenue Service's deferral limit remains in effect. That means no employee will be able to contribute more than \$10,500 annually to the TSP.

Also, the FAA will not change its formula for matching funds with TSP participants. FERS employees receive an automatic 1 percent contribution from the agency whether they participate in TSP or not. FERS employees participating in TSP receive dollar-for-dollar matching funds from the FAA on the first 3 percent of their TSP investment, and fifty cents for each dollar on the next 2 percent they contribute.

### **Immediate Participation in TSP Okayed**

Newly hired and rehired FAA employees benefit from a new law that allows them to participate immediately in the TSP, rather

than waiting for one open season to pass.

This provision applies only to employee contributions. The FAA will not contribute matching funds for newly hired and rehired employees until one open season has passed.

TSP plans to implement this new benefit during the open season beginning May 15, with elections becoming effective in July 2001.

The same law permits the TSP to accept rollovers from qualified retirement plans and individual retirement accounts that were set up to accept distributions from qualified retirement plans. This benefit will be available to participants in mid-2001. The rollover form will be available from the TSP Web site or the TSP Service Office.

Finally, TSP participants will have two new funds in which they may invest during the May 15 open season. A Small Capitalization Stock Index Investment (S) Fund and International Stock Index Investment (I) Fund will be added to the current TSP portfolio comprised of the Common Stock Index Investment (C) Fund, Fixed Income Index Investment (F) Fund, and Government Securities Investment (G) Fund.

Chris Blum, Great Lakes Region's Air Traffic Division manager (third from right), joins in the ceremony to honor (from left) Weiher, Benson, Sekenski, Kessler, Sjoquist and Cook.





# Birth Brings New Meaning to 'Baby on Board'



An old adage says it's always easier to do something the second time around. For Paula Martinez, a management program analyst in Air Traffic at Headquarters, giving birth to her second son was perhaps a little too easy.

Ethan Peter Martinez was born Jan. 3 at 6:35 a.m. Paula's not certain about the time, because she had trouble seeing the delivery room clock. The delivery room, by the way, was the front seat of a Ford Taurus driven by her husband, David, an attorney in Waldorf, Md., who didn't even have to stop.

The story began about 5:20 a.m. on Jan. 3 when Paula felt her first contraction. She woke her husband a few minutes later to tell him she was in labor. It's hard to blame Martinez for not rushing to the hospital. After all, she was in labor for 20 hours with her first son, Jonathan.

Things began to progress very quickly for Martinez. Since she was supposed to be delivering her baby at George Washington Hospital, they called their doctor immediately, who told them to go to the nearest hospital. Even then, Martinez

said, her doctor didn't think she was going into full labor.

By the time they got Jonathan dressed and had hopped into the car, contractions were two minutes apart. Her husband decided to take the fastest route to the hospital, which was along winding back roads.

Martinez sat in the front passenger seat. She rolled down the window despite the 20-degree temperature outside because she was feeling hot. As the car wound its way along the two-lane back roads, Martinez felt the baby's head crowning. She said she wasn't scared because her focus was on delivering the baby and making sure that 3-year-old Jonathan in the backseat wasn't frightened. Fortunately, she didn't have to worry about her oldest son, who acted years beyond his age. As the mother guided her baby out, Jonathan reassured her by saying, "Mom, we're almost there." When the baby was out and started crying, Jonathan said, "Mom, the baby's here."

Her husband kept driving even after seeing the baby's head crown and hearing the cries. After all, there wasn't much room to pull over on a two-lane road.

"David is very calm," Martinez said. "That's his nature. He just kept telling me to breathe and relax and not worry about it. We're almost there." The funny thing she remembered later is when he told her to be careful because she wasn't wearing her seatbelt.

Once at the hospital emergency room, nurses cut the umbilical cord and rushed Ethan inside to warm him. Paula was taken to the maternity ward to meet her son. David and Paula didn't know the sex of the child prior to delivery, but being such a different pregnancy than her first, they both assumed the baby would be a girl.

So they weren't prepared with any boys' names when Ethan was born.

They never considered "Taurus" or "Ford." Still, Ford Motor Co. might want to contact the Martinez family for a product endorsement. When asked if she had enough space for the delivery, Martinez replied enthusiastically, "Sure. We had plenty of room."



The Martinez family is back home and comfortable after an interesting "road trip."





# Common Sense Resolves Ongoing Problems

It's not damning with faint praise to say many good ideas arise from common sense coming to grips with necessity. This article features two FAAers who have addressed problems that made their jobs and the jobs of their coworkers easier and safer.

The *FAA Intercom* is interested in learning about other employees who have developed common sense solutions to ongoing problems. Send a cc:Mail message to Editor Jim Tise or call (202) 267-3443.

**Name:** John Lott

**Title:** Lead Airport Certification/Safety Inspector in Great Lakes Region.

**Idea:** Developed a placard that explains airport signs, markings and light gun signals.

**Distribution:** More than 100,000 placards have been given to airports and other groups around the country that operate a vehicle on airfields, including the FAA, airlines, airline contractors and the military.

**Primary benefit:** A quick reference tool that heightens awareness of runway safety and educates at the same time.

**Other benefits:** The ground vehicle placard led to production of a similar card for pilots. Some 575,000 of these cards have been distributed to aviators.

**Thanks:** Bruce Kirkendoll in Southwest Region's Airports Division and all others who helped.



This ankle pouch makes it easier for FAA security agents to carry encapsulated weapons while calibrating metal detectors.

**Name:** Priscilla Whitt

**Title:** Civil Aviation Security Special Agent, Denver Civil Aviation Security Field Office.

**Idea:** While working at the Las Vegas CASFO, developed an ankle pouch that holds encapsulated guns (i.e., guns encased in plastic to render them harmless). This pouch, with the gun inserted, is worn above the ankle to calibrate airport metal detectors.

**Distribution:** CASFOs in the Western-Pacific Region.

**Primary benefit:** Comfortable to wear, less stress on the back and prevents dizziness. Prior to using the ankle pouches, agents in the Western-Pacific Region would have to bend over and hold the gun to their ankle, stick the gun in their sock or use elastic bandages to secure the weapon while passing through a metal detector a minimum of four times for each type of gun.

**Secondary benefit:** It doesn't attract attention. Passersby would stop and stare as the agents passed through the detector, bent over holding their ankles.

**Thanks:** Lee Longmire recognized the pouch as a good tool to help calibrate metal detectors and approved their purchase for all CASFOs in the Western-Pacific Region.



John Lott



Priscilla Whitt



(Above) This placard is given to airfield drivers as a reference tool for identifying airport signs, markings and signal lights.



## Web Page Offers Kids First Flight into Aviation

The FAA has a new Web site designed especially for children interested in aviation. The Kids Corner site can be found right on the FAA home page at the bottom of the left-hand column. Click on the "For Kids" icon.

Kids Corner isn't really a new site. It was developed about two years ago by a team in the New England Region headed by Shelia Bauer, now the FAA's National Aviation Education Program manager. Kid's Corner had been on the agency's National Aviation Education Web site, but recently was elevated and linked to the FAA home page.

Webmasters Liam Roche and Joanne Napolitano, Aviation Education Specialist Julie Seltsam and Bauer designed the National Aviation Education Web site. Kid's Corner was developed as a "mini-smorgasbord" of information, puzzles, experiments and other activities. "It's a quick, easy little thing offered to the public," Bauer said.

Information and activities are divided into age groups 5-9, 10-12 and teenagers. The FAA Hangar Hide-out offers an aviation reading list, guidelines about how to be a "Piper Cub" reporter and much more. Kids can build a mini Wright 1903 Flyer, Styrofoam glider or paper airplane.

Bauer created some of the content herself, while the regions contributed other items. An Air Bear Coloring Book, for instance, has career information in English, Spanish and the Yup'ik Eskimo language. The Alaskan Region contributed that page.

The Kid's Corner and the National Aviation Education sites change throughout the year.

As the centennial of the Wright Brothers' first flight approaches in 2003,

Bauer expects to add more information on that event.

The team keeps the National Aviation Education Web site and its Kids Corner link updated and fresh and are always looking for new material. Employees who have information or ideas about how to improve Kids Corner can scroll to the bottom of any page and click on "Contact us." This will connect them with the Web master or their Regional Aviation Education Program managers.

The Aviation Education Program also runs an Intranet Web site as a resource for FAAers volunteering in the Aviation



Education Program. The location is on any FAA in-house computer at <http://interarc.faa.gov/aved/>.

## Voice Web Site Provides Portal to Resources

Employees looking to improve their communications skills, or who just want to access the many communications vehicles in the agency, may visit the VOICE Web site.

The multi-functional site is designed to enhance communication between management and employees, as well as between employees and organizations.

For instance, employees can learn about hot topics making the news and access archives of electronic and hard-copy newsletters from both a national and organizational perspective. Electronic newsletters put out by the administrator's office, Air Traffic and Airway Facilities can also be found on the site. More will be added.

Looking for a new job? The site includes the *2000 Plum Book*, a reference listing more than 7,000 leadership and support positions in the legislative and executive branches of the federal government. The data in this edition is current as of Sept. 1, 2000. Check the VOICE site under Hot Topics.

There are other resources, such as a one-stop communications guide that provides suggestions for employees on message content and writing style. The VOICE Web page also encourages two-way communication. Click on "Feedback" to let VOICE know what you think about the site, issues regarding the FAA and its employees, and other communications concerns.

The site is expanding. In the future, look for recent *FAA Intercom* articles on the budget process. Access <http://interweb.faa.gov/voice/> to view the site. And don't forget to hear the latest news by calling VOICE's toll-free telephone information service at (877) 888-4325. The service is updated every Wednesday.



# Back to Headquarters

## Black History Month Events Slated

February is Black History Month and the National Black Coalition of Federal Aviation Employees, in conjunction with the Office of Civil Rights, has planned a number of events.

*Feb. 14:* Genealogy Seminar – Auditorium, 10 a.m. – 2 p.m. Learn how and why you should learn about your family history.

*Feb. 21:* Fashion Show – Cafeteria, 9:30 a.m. – 11 a.m. An array of African fashions will be presented for educational and entertainment purposes. Come learn the meaning and story of African attire.

*Feb. 27:* Scholarship Luncheon – Ft. McNair Officers Club, noon – 1:30 p.m. The keynote speaker is June Johnson, a Civil Rights activist with Fannie Lou Hamer.

*Feb. 16 and 23:* Film Festival - Conference Room 8ABC, 11 a.m. – 1:30 p.m. Films featuring documentaries of African-American History will be presented.

Contact Lynn Young at x78855 or Dorothy Watts at x34551 for more information

## Private Pilot Ground School to Begin this Month

The FAA Flying Club is offering private pilot ground school on Tuesdays and Thursdays beginning Feb. 27. Classes end April 26.

The ground school includes flight theory, engines, air traffic control procedures, communications, weather, Federal Aviation Regulations and other subjects that prepare the student for the

FAA Private Pilot rating examination.

The cost is \$225, which includes all books and supplies. The class will be conducted at Headquarters in Room 5ABC from 6-9 p.m. The Feb. 27 class is devoted exclusively to registration. There is no pre-registration.

For more information, contact Jim MacIntosh at (301) 248-1509 or by e-mail at [madus\\_dogus@msn.com](mailto:madus_dogus@msn.com). Or, check the club's Web site at [www.erols.com/ffaaflyingclub](http://www.erols.com/ffaaflyingclub).

Fall 2001 classes are scheduled for Sept. 11 – Nov. 8.

## Toastmasters Launch Membership Drive

The FAA is trying to better its communications skills to improve its response to customers. Employees can play a part by improving their writing skills (see item in News in Brief on p. 3), but oral communication is important too. That's where Toastmasters International can play a part.

Toastmasters can help employees lose their fear of public speaking and teach skills that will help them be more successful. Become a better listener and speaker, and improve interpersonal skills.

The Toastmasters next meeting is Feb. 20 in the Management Operations Center conference room, Room 1014.

For more information, contact Steve Black at x79094, or Stephanie Hansen at x78163.

## Smart People Finish First

The Technical Women's Organization will host its monthly forum on Feb. 15 in Room 415 from noon to 1 p.m.

The forum's topic — "Smart People

Finish First: the Bulls and the Bears" — is about investing in the stock

market. Jason Cross and Deborah Denooy from Morgan Stanley Dean Witter, will make the presentation.

For more information, contact Lynn Strazzini at x75812.



## Health Awareness Program Focuses on Heart Care

The Health Awareness Program will offer a lecture on "How to Prevent Heart Attack and Stroke," presented by Judy Jourdain-Earl, a registered nurse from Mobile Screening Authority, a health company. The lecture will be on Feb. 20 from noon to 1 p.m. in the Bessie Coleman Conference Center. No reservations are necessary.

Then, on Feb. 21, the Health Awareness Program has arranged for echocardiogram screenings from 8:30 a.m. - 12:30 p.m. in Room 328-329. The cost is \$75.00, payable by cash or check.

Participating employees will be screened for heart disease by equipment using ultrasound/Doppler technology. The screening is painless, non-invasive, safe and takes less than 30 minutes to complete. The results are recorded on videotape, interpreted by a cardiologist and mailed to employees within three weeks of the screening to share with their doctors.

To schedule an appointment or for questions regarding the screening procedure, call (301) 931-8060.

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The FAA Flying Club owns three aircraft, including these two based in Clinton, Md. The third is in Manassas, Va.





## W-2 Forms are on their Way

By now, most FAA employees should have received their W-2 tax forms. The Mike Monroney Aeronautical Center began mailing the forms during the third week of January.

The center is responsible for processing W-2 forms for the entire Department of Transportation. The FAA accounts for the lion's share — 51,313 — of the nearly 68,000 W-2s sent out. The agency paid out \$3.73 billion in gross taxable wages to employees in 2000, with about \$675 million of that figure withheld.

A lot of work goes into processing W-2s. Employees at the center's Office of Financial & Budget Services and Office of Information Services are tasked with getting the W-2s out on time.

New requirements from the Social Security Administration must be identified each year, resulting in program changes and testing. That occurs before the actual printing and distribution begins. It took approximately 24 hours to print all of the DOT forms, or about 18 hours for the FAA.

W-2 forms are printed in zip code order. After printing, the forms are processed through a separate folding/stuffing machine and metered for mailing.

The total time it took to process FAA W-2s was about 46 hours.

## Back to Headquarters

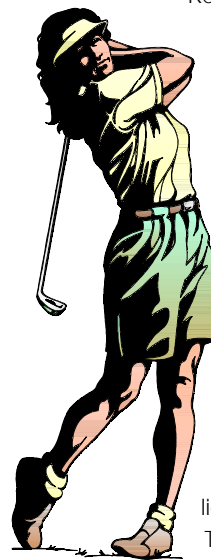
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### FAA/Industry Golf Tournament Scheduled for March

The 2001 FAA/Industry Spring Golf Classic will be held March 23 at the Gauntlet at Curtis Park in Fredericksburg, Va. The DOT

Recreation Association is supporting the tournament.

The main event, an 18-hole scramble, begins at 1 p.m. An optional individual stroke play starts at 8 a.m. Entry fees are \$75 for the afternoon scramble and \$110 for the morning and afternoon sessions. Fee includes carts, range balls, prizes, dinner, light lunch, and snacks. There is a limit of 132 entries for the scramble.



Call Roger Martino at (202) 493-5935 or Dave Knorr at (202) 220-3357 for additional information.

### DOT Library Offers Database Training Sessions

The Department of Transportation is offering free training sessions to FAA employees who want to use new desktop tools provided by the DOT library.

Employees can access hundreds of technical, scientific, legal and business databases without leaving their desks.

A training session is scheduled for March 8 in Room 931 of the Headquarters Building at 10 a.m. Sessions also are scheduled in Room 2200 of the Nassif Building on Feb. 22 and March 21, at 10 a.m.

For more information, contact David Jones at x60746.

### Women's History Program Plans Event

The FAA observes Women's History Month in March. This year's theme is "Women of Courage and Vision."

To commemorate this occasion, the Office of Civil Rights and the Women's History Planning Committee will present a play that offers employees the opportunity to travel through time to witness inspiring stories from a diverse group of women who led the struggle for women's rights.

The event will be held March 8 at 1 p.m. in the FAA Auditorium.

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